

Government Employees Services Division (GESD)

Escalation Process

Employee to Servicing Personnel Office (SPO)

- The primary issues with payroll involve the accurate establishment of employee records generated most often at the SPO, thus the SPO is the Level 1 support.

SPO to the National Finance Center (NFC) Call Center

- NFC offers a Level 2 Call Center for SPO staff. The Call Center staff will assist with transaction processing, assist with more difficult cases, and resolve issues preventing accurate and timely employee payment.
- The Level 2 support effectively addresses approximately 98% of the issues brought to them within 2 days.
- Any SPO staff may also contact the Payroll Personnel Call Center/EmpowHR Help Desk/WebTA Help Desk Branch Chief or Supervisor at any point to elevate his/her issue if they believe their experience is unsatisfactory.
- Any SPO supervisor may also elevate the issue to the Payroll/Personnel Call Center/EmpowHR/WebTA Branch Chief.

Payroll/Personnel Call Center/EmpowHR Help Desk/WebTA Help Desk Staff to Call Center/EmpowHR Help Desk Supervisors or Functional Supervisors

- When a Level 2 staff member believes that he/she cannot resolve the issue or answer the question within prescribed timeframes, he/she elevates the issue or question to his/her supervisor or the Functional Branch Supervisor (i.e., in the instance of a warm hand-off to the Retirement Section or the Debt Management Services Section). Either supervisor may assign an analyst to address the issue or may handle the issue him/herself.
- After the Level 2 staff member has elevated the issue internally, the SPO staff may also contact the Call Center/EmpowHR Supervisor or Functional Branch Supervisor at any point in time.
- Any SPO supervisor may also elevate the issue to the Call Center/EmpowHR Branch Chief or the Functional Branch Chief.
- SPO Supervisor and Call Center/EmpowHR/WebTA Branch Supervisor can elevate this to the Functional Branch Chief. If this is unsatisfactory, it may be elevated to the Associate Director over the Functional area, with a cc to the Customer Service Representative.

SPO to Customer Service Representative (CSR)

- NFC also has designated Customer Service Representatives assigned to each Department/Agency for assistance with especially difficult issues and serve as advocates for the customer. They are the next level of escalation.
- Any SPO supervisor may also contact the Client Management Branch Chief at any point to elevate his/her issue if they are dissatisfied with their CSR.

CSR to Client Management Branch Chief (CMB)

- Should the Customer Service Representative believe they cannot satisfactorily address the issue, they will elevate the issue through their supervisory chain.
- In extremely rare instances, the CMB Chief will elevate issues to the Associate Director.

Last Resort

- If, after these steps have been followed, and the customer is still dissatisfied, the SPO supervisor should call or e-mail the Associate Director of the respective Directorate, with a cc to the CSR (in the case of e-mail).
- From there, the issue is moved up the line by the Associate Director to the Deputy Director of GESD and then to the Director of GESD.

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NFC Call Center		
Call Center Supervisor Clara Roques	504.426.1436 Fax: 504.426-9746	Clara.Roques@usda.gov
EmpowHR Supervisor Lydia Turner	504.426.3100 Fax: 504.426.9725	Lydia.Turner@usda.gov
WebTA Help Desk Supervisor Austin Martin	504.426.3150 Fax: 303.274.3936	Austin.Martin@usda.gov
Call Center/EmpowHR Branch Chief Deidre Charlot	504.426.1438 Fax: 504.426-9746	Deidre.Charlot@usda.gov
Client Management Branch		
Executive Agencies Kim Geraci Dawn Landry	504.426.1063 504.426.1040	Executive.Team@usda.gov
Department of Justice Tiffany Ward	504.426.1050	DOJ.Team@usda.gov
Department of Homeland Security Gaynel Seibert Karen Snow	504.426.1057 504.426.1060	DHS.Team@usda.gov
Legislative Agencies Diane Speaks Mary Johnson	504.426.1020 504.426.1064	Legislative.Team@usda.gov
Selective Agencies Sandie Mikell Jo Ann Frazier Darleen Aucoin	504.426.1053 504.426.1061 504.426.1038	Selective.Team@usda.gov
Department of Treasury Sandra Williams Tracey Hoolahan	504.426.1052 504.426.1024	Treasury.Team@usda.gov
USDA Agencies Wendy Banks Kendra Williams	504.426.1066 504.426.1067	USDA.Team@usda.gov
CMB Branch Chief Dawn Hughes-Morris	504.426.1151 Fax: 303.274.3626	Dawn.Hughes-Morris@usda.gov
Payroll Operations Directorate (Call Center)		
Candace Letort	504.426.1003	Candace.Letort@usda.gov
DC Operations Directorate (CMB)		
Dawn McGowan	202.690.1919	Dawn.McGowan@usda.gov
Payroll Accounting Directorate		
Gary Millett	504.426.1014	Gary.Millett@usda.gov
Deputy Director, GESD		
Vacant		
Director, GESD		
John White	504.426.1000	John.White@usda.gov